

## PLESHEY PARISH COUNCIL

Minutes of the meeting of Pleshey Parish Council at Pleshey Village Hall on Wednesday **21st February 2018** .

**1. Chairman's Welcome**

Chair Mallender  
Cllrs Kenning, Holland, Loudfoot, Gardner, Gunn.  
Clerk

Reminder of the Litter Pick on the 24th March

**2. Apologies**

None

**3. Declarations of interests (existence and nature) with regard to items on the agenda.**

Cllr Mallender items 14 and 18

**4. Request for dispensation**

Cllr Mallender item 18

**5. Public participation session**

No members of the Public were present

**6. Report from ECC and CCC attending Councillors**

Apologies from CCC Cllr Chambers

**7. Confirmation of the Minutes of the last meeting of the Council held on 17th Jan 2018**

The Minutes were confirmed

**8. Planning for Consideration**

Reference: 18/00198/LBC , Address: Vale House The Street Pleshey Chelmsford Description of works: Single-storey domestic detached garage.

*Resolution: The Parish Council supports this application.*

**9. Financial Report**

9.1 Bank account status

Business Current Account	£ 10,638.99
Community Account	£ 6,587.59

Income :           £379.80 - The last payment of the transparency fund .  
                      £66.00 - to cover the bank account expenses incurred

The clerk had made an error which lead to the fees being required and paid them himself.

*Resolution: The Parish Council will reimburse the Clerk who has paid the bank account expenses.*

**9.2 Payments to be approved**

Cheque	Payee	Item	£
100736	MG Howard	Final Internal Audit 2016/201	125
100735	Pleshey Parish News	Annual Subscription for Clerk	15

100737	W Adshead-Grant	Clerks Salary and Expenses	340.28
100739	HMRC	PAYE	35.80
100738	Essex Pension Fund	Feb Payment	43.64
100740	Pleshey Village Hall	Annual Hall Hire	176

*Resolution: The payments were approved and cheques signed*

**10 Clerk's Report**

Correcting any issues from the Pre audit report , Pleshey Mount maintenance ,

**11. Grant request from Family Friday Club**

Grant request of £176 for hire of the Village Hall.  
Grant request for £280 for a table tennis table.

*Resolution: The Friday club request for Village hall hire was agreed in principle. The value of the grant to be confirmed once other expected grants are received in next few weeks.*

*Resolution: The grant for a table tennis table was agreed but with the Village hall. Payable on receipt of receipted invoice.*

**12. Welcome Pack for Pleshey**

Cllr Kenning was commended for his excellent work . Each Cllr was assigned an area to either write or to contact an appropriate person to write. Cllr Kenning to provide a template.

**13. Update on Information Boards or Brass Plaques on walks or around the village**

Investigation to convert public rights of way to footpaths on the definitive map of Pleshey.

*Resolution Defer to next meeting*

**14. Pleshey Support Group - Funding request for £300**

This was discussed in the public participation session in January. This will be paid from the Community Account

*Resolution: As a one off item this request was approved.*

**15. Can we improve Mobile Reception ( Mount blocks reception ?)**

High Easter has a country broadband aerial in the Church tower.

*Resolution: Chair to discuss options with Pleshey Church.*

**16. Should we have the December meeting earlier in the month ?**

After a discussion it was agreed to move the community meeting from the busy christmas period. Suggested dates are 5th December , 12th December for 28th November.  
Confirmation of date once Village hall bookings have been checked.

**17. Confirmation of superfast Broadband speeds**

Members confirmed speeds of up to 80 mbps down to 16 mbps depending on distance from the new fibre box.

**18. Pleshey Community Development trust - constitution and charity status**

The Parish Council reviewed the constitution and plans for the trust.

*Resolution: The Parish Council supports the Creation of the Pleshey Community Development Trust.*

**19. Can we consider moving the 16th May meeting to the 15th May ?**

The date is not available in the Village hall due to another booking.

**20. Review and adopt the Document retention policy**

The Policy was reviewed and discussed

*Resolution: The Policy was adopted.*

**21. April 18 - Apologies Cllr Mallender**

Noted for the April Meeting

**22. Details on the EALC Local Services Fund**

The grants are available for up to three years. Funding of around £2500 per annum for a Parish Handyman.

*Resolution: The Parish Council approves a grant request to the Local Services Fund.*

**23. Should we have an emergency phone ?**

*Resolution : Defer subject to item 15*

**24. Update on the Trees at the Bridge**

No update from the various utility companies.

*Resolution: This item to be closed.*

**25. Vision and strategy - Communications and Info**

*Plan to issue out for the May Parish Assembly*

**26. Annual Review of the Parish Council Assets 2017**

The Council assets register was reviewed. The movement of the Tennis assets to the Village hall was noted. The New play equipment on to the register was noted.

*Resolution: The asset Register was confirmed.*

**27. Annual Review of the Risk register 2017**

The Risk register was reviewed.

*Resolution: The Risk Register was confirmed.*

**28. External Auditors report 2016-2017**

'The annual return was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when submitting next year's annual return.

Section 2 box 2 the annual precept does not agree to the figure notified to us by the precepting authority. The figures in Boxes 2 and 3 should read £6547 and 12257 respectively. All grants , including Council Tax support grant , should be shown in box 3 as per the guidance notes on the annual return."

*Resolution: The Reported was noted and accepted.*

**29. Internal Auditors report 2016-2017**

Recommendation:

Regarding the external auditors report, appropriate changes being made in the process for

approving the 2018 Annual Return including adjustments required to the figures in Section 2. The annual risk assessment, asset register and insurance cover giving due consideration to the new 'practitioners guide'. Ensuring key financial issues (such as recording the 2017 auditors report, approving the next years precept and the annual risk review) are adequately recorded in the Councils Minutes to ensure the Councils good corporate governance can be demonstrated if required.

*Resolution: The Reported was noted and accepted.*

**30. Approval of the annual return 2016-2017**

*Resolution: The Annual return was approved*

**31. Confirmation of the 2018 Precept of £7480**

Resolution: The Precept was confirmed

**32. Clerk's annual Appraisal**

*Resolution: Date before next meeting to be agreed with Chairman*

*Resolution: All members to feedback to the Chairman*

**33. Year End Bank Reconciliation**

The Clerk presented the reconciliation. We currently have a 46p difference between the cash book and bank account.

**34. Discuss and adopt the publication scheme**

The Publication scheme was reviewed and agreed.

*Resolution: The Policy was adopted.*

**35. The Clerk will start the CilCa course in April. Great Waltham Parish Council will underwrite the cost if Pleshey Parish Council pays towards this cost based on hours. Total cost after Bursary and refund for Passing is £216.25 based on hours employed this would be a contribution of £39 to Great Waltham Parish Council.**

After a discussion on the costs and the consequences of the Clerk passing Cilca - One Spinal point - approx 40p per hour around £100 per annum.

*Resolution: Funding request agreed.*

**36. Matters to be raised by members for the next agenda**

- Do we need a community library
- Allotments - Rental and tenancy agreements
- Footpath Validation
- Pleshey Parish News applying for Grants
- Provision of Precis of Council Meetings for Publication in Pleshey Parish News.
- GDPR implications.

Meeting closed 21:55  
Will Adshead-Grant  
Clerk to the Council